

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

PROCESSING DAILY CASH AND RECEIPTS POLICY

Effective Date: 1/12/2016

Resolution 16-01

POLICY

Processing Daily Cash and Receipts

- One cash box will be maintained for petty cash disbursements and making change at the counter. The amount in this fund is set at \$100.00. This cash box will remain in the Finance Director's office which is to be closed and locked every night. This box will be reconciled and replenished monthly. Petty cash disbursements will generally be made for purchases less than \$20.00.
- All change made to the public will be made from the Petty cash/change box. The front desk clerk will be responsible for making change, petty cash disbursements, and reconciling the box at month's end.
- When checks are received, they shall immediately be endorsed with the Town's deposit stamp on the back of the check.
- When cash or checks are received, the receipt shall be promptly recorded into the account system and three copies of receipt produced. One copy is given to the payer. The second is kept in the receipt file. The third is attached to any explanatory documentation received, along with the payment, and placed in the folder in the Finance Director's file cabinet, next to the cash box.
- Once each week (generally, Thursday or Friday), the Town Clerk will prepare the bank deposit, reconciling the receipts in the folder in the Finance Director's to the attached cash and checks and to the information in the accounting system. When all three agree, the batch is closed in the accounting system and the related printouts are attached to the copy of the receipt and payer documentation. The Clerk will then take the deposit to the bank.
- The Finance Director will create the "batches" in the accounting system.
- It is the Finance Director's responsibility to see that the Finance Office door is closed and locked at the end of the day. This responsibility can be delegated as necessary.